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County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

February 8, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**CONCESSION AGREEMENT FOR THE OPERATION OF THE
CAFETERIA AT THE SHERIFF'S HEADQUARTERS
(FIRST DISTRICT) (4-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Find the proposed concession agreement categorically exempt under the California Environmental Quality Act (CEQA).
2. Approve the award of and instruct the Chair to sign the attached concession agreement with LunchStop, Inc. for the operation of the employee and public cafeteria at the Sheriff's Headquarters for a term of three years, effective February 16, 2005. There is no cost to the County and the projected annual revenue, in the amount of \$7,680, will be deposited in the County General Fund.
3. Authorize the Chief Administrative Officer to exercise an option to extend the term of the concession agreement for two additional one-year renewal options, for a maximum total of five years.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommended action would provide cafeteria services to employees and members of the public visiting the Sheriff's Headquarters, located at 4700 Ramona Boulevard, Monterey Park. The concession agreement, with LunchStop, Inc. is for three years and includes two one-year renewal options, for a total term of five years, commencing on February 16, 2005.

Board of Supervisors
GLORIA MOLINA
First District

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Fifth District

LunchStop, Inc., the successful proposer in the competitive Request for Proposals (RFP) process, is recommended by the Chief Administrative Office (CAO) and the Sheriff's Department to replace the previous vendor, whose contract expired December 31, 2004. Interim food service is currently provided by a mobile caterer who will remain in place until a new agreement is approved by your Board.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

The recommended action will provide quality meals for County staff and visitors at reasonable prices, direct the concessionaire to maintain consistently acceptable standards of health and cleanliness for its staff, and ensure County furnished resources are utilized in a prudent and efficient manner in furtherance of County Strategic Plan Goal of Workforce Excellence. In addition, the concession agreement will generate revenue, thereby promoting the Board-approved County Strategic Plan Goal of Fiscal Responsibility.

FISCAL IMPACT/FINANCING

Under the terms of the agreement, LunchStop, Inc. will pay the County four percent (4%) of its monthly gross receipts derived from the operation of the cafeteria. Based on projected gross annual sales of \$192,000, the County anticipates receiving approximately \$7,680 per year in revenue to the County General Fund.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County is authorized by Government Code Section 25536 to grant cafeteria and snack bar food services as such use is consistent with designated public purposes.

The term of the concession agreement is for three years, with two one-year options to be exercised at the discretion of the CAO, based upon the concessionaire's compliance with all contract terms. The contract will commence February 16, 2005. The cafeteria serves administrative services staff, law enforcements officers, and members of the public. The cafeteria located within the secured and secluded Sheriff's Headquarters building is the main and ideal food provider because of its location and lack of closer food establishments in the area.

The County reserves the right to terminate the concession agreement, in whole or in part, for convenience, default, improper consideration, insolvency, transfer of title, and failure to comply with the County's Child Support Program or non-adherence to the County Lobbyist Ordinance. The agreement also addresses various County programs, including Conflict of Interest, GAIN/GROW Participants, Jury Service, Living Wage Ordinance, and Safely Surrendered Baby Law, among other programs.

County Counsel has approved the agreement as to form and concessionaire's representative has executed the contract. The required insurance has been secured by concessionaire.

ENVIRONMENTAL DOCUMENTATION

The approval of this concession agreement is authorized by the provisions of Government Code Section 25536, and is categorically exempt under the California Environmental Quality Act (CEQA) and revised Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987.

CONTRACTING PROCESS

On June 21, 2004, the RFP for the proposed concession agreement to select a cafeteria operator for the Sheriff's Headquarters facility was made available. The CAO sent 235 invitation letters to potential proposers who were either identified on the Internet, on the list of food service concessionaires utilized by other County departments, or who had previously contacted this office to express an interest in food service concessions. In addition, notice of the solicitation and RFP package was posted and made available for downloading on the County's web-site.

A bidders' conference was held July 21, 2004, at the Sheriff's Headquarters facility and it was attended by eight potential proposers. A walkthrough of the site was conducted as part of the conference. Three proposals were received and one was rejected as it did not meet the minimum requirements specified in the RFP. The two remaining proposals proceeded to the next phase of the evaluation process.

A five-member evaluation team comprised of two CAO employees, two from the Sheriff's Department, and one Fire Department employee was selected. The team evaluated each proposal based on criteria identified in the RFP including references/history, food service/menu, experience, financial capability, compensation plan to the County, and marketing plan/site visits. The highest ranking proposal, based on the noted criteria, was submitted by LunchStop, Inc. Notification of the ranking awarded each proposal was issued on November 19, 2004 and included information regarding the County's Protest Policy which was implemented by your Board May 6, 2004. The non-highest bidder did not file a protest within the designated timeframe or as of this writing.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

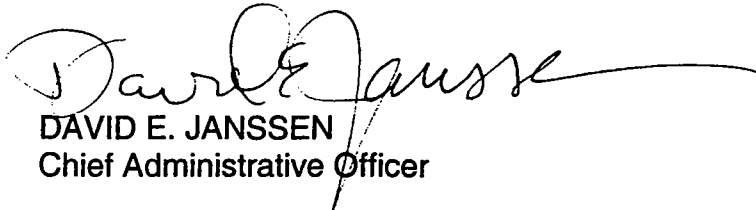
Interim food services are being provided by a mobile caterer and they will remain in place until the new contract is approved by your Board. The previous contractor, Integrated Support Solutions, Inc., vacated the premises at the end of their agreement which expired December 31, 2004.

The Honorable Board of Supervisors
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CONCLUSION

It is requested that the Executive Officer, Board of Supervisors, return two originals of the executed agreement and two certified copies of the Minute Order, and the adopted, stamped Board letter to the CAO, Real Estate Division at 222 South Hill Street, Fourth Floor, Los Angeles, CA 90012 for further processing.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer

DEJ:CWW
MLM:MMW:hd

Attachment

c: County Counsel
Auditor-Controller
Board of Supervisors/Executive Office
Sheriff's Department

Sheriff's Cafeteria.b